**5–10 Minute Survey About Your Office Space**

Hi, we’d like to learn how to serve you and your team better. Please reply by <insert day of the week, date>. Thank you, <The management>

**Let us better understand your company and office needs**

1. Please share your company’s LinkedIn or website URL:

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1. From your perspective, how frequently or infrequently do your colleagues come into the office per week? **Select one option for each category.**

|  | No days | 2–3 days | All days | It varies | Not sure |
| --- | --- | --- | --- | --- | --- |
| C-suite |  |  |  |  |  |
| Senior level |  |  |  |  |  |
| Manager |  |  |  |  |  |
| Junior level |  |  |  |  |  |
| Other |  |  |  |  |  |

1. How long is your daily one-way commute to the office?

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1. How satisfied or dissatisfied are you working in your office space? **Select one option** (please circle).

|  | Highly satisfied |  | Somewhat satisfied |  | Neutral |
| --- | --- | --- | --- | --- | --- |
|  | Somewhat dissatisfied |  | Highly dissatisfied |  |  |

1. Why are you satisfied or dissatisfied?

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1. Which elements of the building do you like the most and the least?

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1. Rank the following areas based on what matters most to your enjoyment of the space? (1 = I care the most about this, 5 = I don’t care about this). **Rank options from 1 to 5.**

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| --- | --- |
| **RANK #** | **AREA** |
|  | **Health and well-being:** Space that feels healthier and provides well-being  support (e.g. air quality, comfortable temperature, safety, sustainability/  green space) |
|  | **Amenities:** Non-work spaces for extracurricular activities (e.g. gym, access  to food and drink, common areas, outdoor space, community events) |
|  | **Access:** Quick and easy access to the office for me and my guests (e.g. to  get into the building and reach my work space, parking, guest registry) |
|  | **Useful common areas:** Comfortable, accessible space to enable  meetings, collaboration, productivity and inspiration (e.g. space for events,  space to sit and meet, welcoming lobby) |
|  | **Other:** (please provide details) |

1. Please go to the category below that you ranked highest in Question 7 – then rate the individual elements within that group. (Note that this is not an exhaustive list.)

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| --- | --- | --- | --- | --- |
| **Health and well-being** | **Highly important** | **Somewhat important** | **Neutral** | **Not important** |
| Air quality |  |  |  |  |
| Safety and security |  |  |  |  |
| Natural lighting |  |  |  |  |
| Adjustable temperatures |  |  |  |  |
| Cleanliness |  |  |  |  |
| Well-being programmes |  |  |  |  |
| Space for meditation or other private activities |  |  |  |  |
| Other |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Amenities** | **Highly important** | **Somewhat important** | **Neutral** | **Not important** |
| Gym |  |  |  |  |
| Food and drink outlets |  |  |  |  |
| Childcare |  |  |  |  |
| Outdoor space |  |  |  |  |
| Other |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Access** | **Highly important** | **Somewhat important** | **Neutral** | **Not important** |
| Lift/elevator waiting times |  |  |  |  |
| Lobby/security check-in |  |  |  |  |
| Parking |  |  |  |  |
| Bicycle lockers |  |  |  |  |
| Postroom/package delivery/parcel lockers |  |  |  |  |
| Other |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Useful common areas** | **Highly important** | **Somewhat important** | **Neutral** | **Not important** |
| Space for events |  |  |  |  |
| Space to sit and meet |  |  |  |  |
| Welcoming lobby |  |  |  |  |
| Other |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Other** | **Highly important** | **Somewhat important** | **Neutral** | **Not important** |
| (Please provide details) |  |  |  |  |

1. Anything else you'd like to share about your office building needs and preferences?

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*Thank you so much for your feedback. If you have any questions, please send an email to ­­­­­­. We will follow up in <insert the month>.*